

## **Request for Proposals**

### **Water/Wastewater Infrastructure & Operations Audit**



**For the City of Nevada City**

**Proposals due Friday, April 3, 2015 at 5:00pm (PST)**

**City of Nevada City**

**317 Broad Street**

**Nevada City, CA 95959**

**Attn. Mark Prestwich, City Manager**

## **ALL INTERESTED APPLICANTS:**

The City of Nevada City has initiated a Request for Proposals (RFP) and invites interested parties to submit proposals for the preparation of a Water/Wastewater Infrastructure & Operations Audit. Proposals will be accepted from individuals, firms, or groups of firms having the requisite expertise and experience. All correspondence and communications regarding this procurement, including requests for complete copies of the RFP, should be directed to the attention of:

Mark Prestwich  
City Manager  
317 Broad Street  
Nevada City, CA 95959  
(530) 265-2496, ext. 119  
[mark.prestwich@nevadacityca.gov](mailto:mark.prestwich@nevadacityca.gov)

Proposals must be received at the above address no later than **5:00 p.m. (PST), Friday, April 3, 2015**. Proposals received at the above address after this time will not be considered a valid proposal submission

### **I. GENERAL INFORMATION**

**COMMUNITY OVERVIEW.** Nevada City, California was incorporated as California's 18<sup>th</sup> city on April 19, 1856. Today, approximately 3,000 residents call Nevada City home.

The City's sewer system dates back to the very late 19<sup>th</sup> century. The old 19<sup>th</sup> century sewer lines were two-foot clay with no grout. The sewer system of today was completed by about World War II. During the past 50 years, the City has replaced about 60% of the old main trunk lines. Sewers are primarily gravity flow with a few private pump stations over property without easements. The sewer treatment plant was constructed in 1951 with period updates since. It treats an average of .36MGD with peak flows exceeding 2.5MGD during storm events.

The water system dates from about the Civil War and includes pre-1914 water rights. Additional investment is needed to replace older mains and an age class map; an age class map will be shared at the mandatory pre-submittal meeting to acquaint prospective proposers with the City's infrastructure. Currently, the City is utilizing a significant Consumes American Bear & Yuba (CABY) grant of \$1.5 million to help upgrade the water system. The water treatment plant was put online in 1979 and is currently undergoing minor upgrades with the CABY grant.

**PRE-SUBMITTAL MEETING.** Prospective proposers are encouraged to participate in a pre-submittal meeting on **Thursday, March 26 at 10:00am (PST)**. The meeting will be held in the Nevada City Council Chambers located at 317 Broad Street.

## **II. SCOPE OF WORK**

Although the specific scope of work will be negotiated with the selected consulting firm, it is anticipated the Water/Wastewater Infrastructure & Operations Audit will include elements outlined below.

### **Objectives**

- Assess the adequacy of water and wastewater operational and maintenance activities.
- Assess the current condition of the collection and distribution infrastructure and water/wastewater plant assets (including security).
- Identify and prioritize water/wastewater capital improvement needs.
- Evaluate use of technology and opportunities to achieve additional efficiencies and labor savings.

### **Research Tasks**

- California Department of Health Annual Inspection reports for the prior three years (attached).
- Review 2008 Operations Manual (attached).
- Review 2013 Stantec Report (attached).
- Review 2014 Dan Cortinovis Staffing Study (attached).
- Review City water and wastewater data, records, and discuss areas of concern with staff regarding water/sewer infrastructure.

### **Scope of Work**

- Prepare an asset inventory and condition assessment of water and wastewater assets.
- Complete a Closed Circuit Television (CCTV) inspection of the City wastewater collection system.
- Identify and prioritize capital improvement and investment needs, taking into consideration financial limitations, system and plant security, and staffing requirements.
- Evaluate the adequacy of operational and maintenance activities.
- Identify and recommend grants/funding strategies for infrastructure/security needs.

### **Deliverables**

- Consultant shall provide City with a GIS layer interfacing with City's existing Computer Aided Design (CAD)/mapping software that includes the following:
  - Pipe size and material
  - Links to any available video inspection or meter data collected as part of field investigations.
  - Links to available sewer repair or upgrade project data.
- Prepare a Water/Wastewater Infrastructure & Operations Audit Report on a USB drive and 10 bound copies, including the adequacy of operational and maintenance activities, security recommendations, and grants/funding strategies.

### **III. ROLE OF CONSULTANT**

The Consultant will furnish all required labor, materials, supplies and travel required in connection with the project.

### **IV. REVIEW PROCEDURE**

- A. The original proposal and 5 copies, and a digital copy, submitted by the deadline will be reviewed and ranked by a committee that will include but is not limited to the following individuals: City Manager, Director of Public Works, Consulting City Engineer, and Water/Wastewater Plant Supervisor.
- B. Based on the outcome of the initial review by the committee, a firm may be selected or a group of finalists may be selected to make a personal presentation to the committee.
- C. The City of Nevada City will not reimburse any costs associated with the preparation of the Proposal.
- D. The City will negotiate a detailed scope of services and a professional services agreement with the preferred firm. It is expected that the final firm will review the materials provided as part of their preparation for submitting a proposal for the detailed scope of services. This review should be sufficient to allow the final firm, in consultation with City staff, to develop an appropriate scope of services for each area of study to be included in the plan.
- E. This RFP does not commit the City of Nevada City to award a contract or pay any costs incurred as a result of preparing a response. If a satisfactory agreement cannot be reached with the final firm, the City reserves the right to negotiate with the firm submitting the next best proposal.

### **V. EVALUATION CRITERIA**

The City will use the following criteria to evaluate each submission:

- A. Understanding of and experience working with a smaller, older California public water/wastewater provider, current trends in water/wastewater issues, applicable governing laws. (20 points).
- B. Available resources, experience and qualifications of staff, and ability to perform scope of work. (20 points)
- C. Cost. (20 points)
- D. Project personnel expertise. (20 points)
- E. Proximity of main or satellite office to the City of Nevada City and local experience (10 points)
- F. Ability to meet the provided timeline. (10 points)

Total: 100 points.

## **VI. PROPOSAL SUBMISSION REQUIREMENTS**

Proposers are expected to demonstrate an understanding of the services requested and the ability and experience necessary to perform such tasks. All copies of the proposal must include the following information:

- A. A cover letter, signed by an official authorized to contractually bind the company and negotiate any changes in scope of work or fees. The letter shall include the firm name, owner(s), address, telephone number, facsimile number, email address and name of responsible person for inquiries, notifications and contract negotiation.
- B. Description of firm size, history and other pertinent information including identification of key personnel, consultants and subcontractors who will participate if a contract is awarded by the City.
- C. Description and roles and number of all personnel hours, including subcontractors and the respective roles to be assigned in support of the proposal.
- D. A formal fee proposal shall be included itemizing how the fee was established and why the Consultant believes its firm is the best fit for the City.
- E. Biography or resume of each principal, personnel, subcontractors and consultants who will participate if a contract is offered by the City. Any substitutions of staff different from those proposed must be approved by the City of Nevada City.
- F. Description of the consultant's experience in creating Water/Wastewater Infrastructure & Operations Audit Reports, condition assessments or similar documents.
- G. Description and pertinent data (including timeline of completion) on services provided for a minimum of three similar engagements performed by the consultant. Include a copy of the complete professional services agreement for these projects, including compensation schedules.
- H. Provide three references from cities or public agencies providing services to fewer than 10,000 connections in which similar services were completed.
- I. Description of how the consultant will deliver the services requested. Describe with narrative and graphics, a general approach that would be employed to complete this scope of work, including a review of available grants and funding sources that may be available to fund improvements. Describe the tasks necessary to accomplish the scope of services requested in this RFP. Identify the order in which the tasks will be accomplished and estimated time associated with each task. Provide an estimated time line, including dates for major milestones, deliverables, presentations, public input sessions, and completion.
- J. Any additional information or description of resources and experience which in the opinion of the consultant may support the proposer's qualifications.

## **VII. SCHEDULE**

The proposal must include a schedule of tasks with completion deadlines for each task. The Consultant's schedule should be based on a notice to proceed by May 28, 2015 and an anticipated completion deadline of no more than 12 months beyond the notice to proceed date. The following is a tentative schedule of events for the proposal process after the proposal submittal deadline of April 3, 2015 (5:00pm PST):

City review of Proposals	April 6-10, 2015
Consultant Interviews	April 20-24, 2015
Consultant Selection	Week of April 27, 2015
Approval of Agreement	May 27, 2015
Notice to Proceed	May 28, 2015